

**Minutes of Meeting
Grafton Planning Board
June 13, 2016**

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A regular meeting of the Grafton Planning Board was held on June 13, 2016 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Vice-Chairman Michael Scully, Clerk Robert Hassinger, Dave Robbins and Linda Hassinger. Staff present was Town Planner Joseph Laydon and Office Manager Nicole Larson.

Vice-Chairman Scully called the meeting to order at 7:00 p.m.

PUBLIC INPUT

No public input at the time.

ACTION ITEM - REORGANIZATION OF THE PLANNING BOARD

Election of Officers:

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to nominate Mr. Scully as Chair of the Planning Board. **MOTION** carried unanimously 4 to 0.

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to nominate Mr. Hassinger as Vice Chair of the Planning Board. **MOTION** carried unanimously 4 to 0.

MOTION by Mrs. Hassinger, **SECOND** by Mr. Hassinger to nominate Mr. Robbins as Clerk of the Planning Board. **MOTION** carried unanimously 4 to 0.

MOTION by Mrs. Hassinger, **SECOND** by Mr. Robbins to maintain the committee assignment as previously approved, with Robert Hassinger representing CMRPC, Dave Robbins representing Open Space & Recreation Committee, Linda Hassinger representing Town Owned Land Committee, Robert Hassinger representing Grafton Center Study Committee, Michael Scully representing Economic Development Commission, Linda Hassinger representing Grafton Public Library Planning & Building Committee and Michael Scully as the second seat for CMRPC. **MOTION** carried unanimously 4 to 0.

MOTION by Mrs. Hassinger, **SECOND** by Mr. Hassinger to nominate Mr. Robbins to represent the Community Preservation Committee. **MOTION** carried unanimously 4 to 0.

REQUEST FOR DETERMINATION OF COMPLETION – “BROOKMEADOW VILLAGE” SUBDIVISION – TAFT MILL ROAD & BROOKMEADOW LANE – PHASE I:

Present for the discussion was Joseph Antonellis and Normand Gamache representing the applicant. Mr. Antonellis gave a review of the subdivision development and construction. Though there is an unfinished portion of the subdivision, Mr. Antonellis is requesting a waiver for from the Planning Board. Mr. Antonellis noted that the \$1.4 million bond would need to stay in place until the upper section of the Development is completed and suggested that Board except a letter/memo in writing from the applicant to determine that the mentioned roads are completed and that the bond would provide as surety for the entire road until the second section of the subdivision is complete in order to provide a public benefit of school pick up for residence. The applicant is confident that the construction and integrity of the roadway would be

maintained throughout the final construction. Mr. Antonellis noted that the blasting on site has been completed and the entire roadway, with the exception of the last portion of the cul-de-sac, has all been paved. Mr. Laydon confirmed that there have been verbal and emailed feedback received from town department heads which do not support the acceptance of the roadway prior to final construction being complete. He noted that Town Counsel has not had a chance to comment on the proposed acceptance plan. Mr. Antonellis stated that the bond amount will be in place as 20% of the total amount of construction cost until such time that all of the Subdivision roads are accepted, in accordance to the Subdivision Rules and Regulations (SRR). He suggested that the Board reserve the right to require corrective work and add to the requirements, as stated in the SRR, language which will require that the bond affect the entire subdivision until all the streets are accepted, and suggested that language be added at the waiver stage. Mr. Laydon noted the chain of events specific to the bond reduction along with a waiver request and suggested the Board follow up at the next meeting. The applicant requested a continuance to the June 27, 2016 meeting for the purpose of providing the Board with additional information regarding the continuation and expansion of the surety as well as the continuation to file a determination with the Town Clerk.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to accept the applicant's request to continue the discussion to June 27, 2016 with the purpose of providing the Board with additional information regarding the continuation and expansion of the surety as well as the continuation to file a determination with the Town Clerk. **MOTION** carried unanimously 4 to 0.

Mr. Scully noted the continuance of Super Park, The Ridings, and Borrego Solar and Mr. Laydon noted continuation dates and also the open seat on the Planning Board.

REQUEST FOR APPROVAL NOT REQUIRED (ANR 2016-7): 104 CREEPER HILL ROAD – TOWN OF GRAFTON (OWNER):

Mr. Laydon noted that the Town put this property out to bid last fall. After extensive deed research, it was found that the Town owned the land as well as the land under the water. The bidding applicant for the indicated Lot B would require this request be found as approval not required from the Planning Board. Easement A would stay under the ownership of the Town. The ANR plan being requested satisfies all requirements.

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to find that approval is not required and authorize the Town Planner to sign the Mylar for the Plan. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) SPECIAL PERMIT (SP 2016-5) & SITE PLAN APPROVAL – TRINITY AVE PUMP STATION – GRAFTON WATER DISTRICT (APPLICANT/OWNER) – 25R TRINITY AVE (CONT. FROM 5/16/16):

Mr. Pearson of the Grafton Water District and Matthew Barry of Tata & Howard, Inc. were both present for the hearing. Mr. Barry gave the Board an update on the recent progress on the proposal. Mr. Barry noted that all aspects of the Graves Engineering Peer Review have been met. Mr. Barry gave a review of the prior changes due to comments and requirements from the Conservation Commission. He noted that neighborhood concerns have been addressed and satisfied. Mr. Laydon noted that staff has all information required to prepare a draft decision. Mr. Pearson noted that because this is a forested area Conservation would like to be on site when tree cutting is taking place.

MOTION by Mr. Robbins, **SECOND** by Mr. Hassinger, to close the Public Hearing and instruct staff to draft a decision. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) SITE PLAN APPROVAL (SPA 2016-2) – THEROUX DENTAL – MARC & TINA THEROUX (APPLICANT) / HELEN BULGER (OWNER) – 103 WORCESTER STREET (CONT. FROM 5/16/16):

Present for the Hearing was Norman Hill of Land Planning, Inc. and the site Architect, John Marro. Mr. Hill noted that there was a second entrance into the parking area at the request of the Board. He then updated at the Board on the grading of Harris Road being outside of the scope of the monetary access of this project. The Board and Staff discussed the issue of the grade of the road as is, considering the number of clients entering and exiting Harris Road who would be potentially unfamiliar with the road. Mr. Hill noted that the site was being dropped almost 4 feet and that the driveways will all have a downward slope so that if, in the future the Town does regrade Harris Road, the entrances would be very well accommodated. Mr. Laydon provided a hardcopy of the most recent plan submitted earlier in the day to show the newest improvements of the plan. Mr. Hill noted that the proposed sign for the site would not require a Special Permit from the Planning Board and would be handled through the Building Department.

Ray Connolly of 10 Bernard Road spoke to the Board about the difficulty of entering and exiting Harris Road on to Worcester Street. The Board noted that it is easier and safer to turn right on to Worcester Road and turn around in the Stop & Shop parking area; however, it is indeed a concern. Later on in the meeting, Mr. Connolly asked the Board to confirm the number of onsite parking spaces. Staff confirmed there are 48 on-site (only) parking spaces and explained how that number is determined.

Gillian Hubley of 4 Bernard Road spoke to the Board on the issue of screening between the two properties. She requested that the proposed 6 foot privacy fence be extended along the length of the property as screening. Mr. Laydon noted that through selective cutting, more screening could be preserved to add privacy between the 2 properties. Mr. Hill noted that this conflicts with the agreement for snow storage. Ms. Hubley also requested signage be put in place to instruct “No Right Turn” for exiting clients. The Board noted that signage to encourage exiting clients can be conditioned in the decision.

Michael Hubely of 4 Bernard Road asked for clarification on the type of fence. He also asked that the fence be higher than the proposed 6 feet or be raised by way of a berm in order to create more height. Mr. Laydon spoke to the applicant on how the fence could be raised up. Mr. Hubley also mentioned to the Board that snow is plowed into the town right of way which would melt off into the drainage depression area. Mr. Laydon noted that the drainage for the site is to accommodate the drainage of Harris Road.

Mr. Laydon noted that staff has received all responses requested. Mr. Hassinger would like to get a drafted sketch that indicates the site line between the site and 4 Bernard Road. Mr. Marro noted the need for the second entrance of the site.

MOTION by Mr. Robbins, **SECOND** by Mr. Hassinger, to close the Public Hearing and instruct staff to draft a decision based on the testimony received and information submitted to the Board. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) SPECIAL PERMIT (SP 2016-3) & SITE PLAN APPROVAL AND CONSIDERATION OF DRAFT DECISION – “SUPER PARK”

RECREATIONAL FACILITIES - TOWN OF GRAFTON (APPLICANT/OWNER) – 4-6 UPTON STREET (CONT. FROM 5/16/16):

MOTION by Mr. Robbins **SECOND** by Mr. Hassinger, to accept the applicant's request to continue the Public Hearing to June 27, 2016. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) MODIFICATION OF A SPECIAL PERMIT (SP 2014-9.1) & SITE PLAN APPROVAL – BORREGO SOLAR (APPLICANT) / CHRISTY PEASE (OWNER) – 79 OLD UPTON ROAD:

MOTION by Mr. Robbins, **SECOND** by Mr. Hassinger, to accept the applicant's request to continue the Public Hearing to July 11, 2016. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) MAJOR RESIDENTIAL SPECIAL PERMIT (MRSP 2016-4) – “THE RIDINGS” SUBDIVISION – STEVEN VENINCASA CASA BUILDERS & DEVELOPER'S CORP. (OWNER/APPLICANT) – 88 ADAMS ROAD (CONT. FROM 5/16/16):

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to accept the applicant's request to continue the Public Hearing to June 27, 2016. **MOTION** carried unanimously 4 to 0.

DRAFT DECISION: PROJECT PLAN REVIEW (PPR 2016-1) – EQUINE SPORTS MEDICINE CENTER – TUFTS UNIVERSITY / CUMMINGS SCHOOL OF VETERINARY MEDICINE (APPLICANT) / TRUSTEES OF TUFTS COLLEGE (OWNER) – SITE LOCATED AT 53 WILLARD STREET:

Mr. Laydon noted the small corrections noted by the applicant on the drafted decision as well as Mr. Robbins suggestions for edits received earlier that day.

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to approve the Project Plan Review with favorable Findings F1-F30 with changes noted with Conditions C1-C7 as drafted with changes. **MOTION** carried unanimously 4 to 0.

DRAFT DECISION: SPECIAL PERMIT (SP 2016-7) & SITE PLAN APPROVAL – ACCESSORY APARTMENT – GEORGIA & GEORGE HARALAMBOUS (APPLICANT/OWNER) – 8 POWERLINE DRIVE:

Mr. Robbins shared few edits.

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to grant the applicant for special permit and Site Plan Approval with favorable Findings F1-F23, except changes noted; Waivers W1-W4 with noted changes; Conditions C1-C7 with noted changes. **MOTION** carried unanimously 4 to 0.

REQUEST FOR LOT RELEASE – MAGILL ASSOCIATES, INC. – “HIGHFIELDS” SUBDIVISION – MAGILL DRIVE:

Mr. Antonellis was present for the discussion and gave the Board a review of the Lot Release Request. He noted some of the requests already have houses built on them.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to approve the request for lot release of Magill Drive in the “Highfields” Subdivision. **MOTION** carried unanimously 4 to 0.

BILLS:

The bills were circulated and signed.

STAFF REPORT:

Mr. Laydon gave the Board members an updated on the following:

- Pine Street improvements
- Conceptual comments being collected for Bolack property
- Feasibility study revision for Fisherville Mill property
- Various planning/conservation projects pertaining to open space preservation
- Identify Planning Board workshops, including one for medical/recreational marijuana. The Board members discussed meeting on June 21, after a joint Board of Selectmen Meeting for appointing the Associate Member. Mr. Laydon suggested the Planning Department Office as a meeting space.

CORRESPONDENCE:

No correspondence discussed at this time.

OPEN SESSION MINUTES FROM MARCH 4, 2015, APRIL 25, 2016 and MAY 16, 2016:

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to approve the meeting minutes from March 4, 2015, April 25, 2016 and May 16, 2016 with edits as suggested by Mr. Robbins. **MOTION** carried unanimously 4 to 0.

ACTION ITEM - AUTHORIZE TOWN PLANNER TO SIGN PAYROLL AND SIGN ANR PLANS ON BEHALF OF THE PLANNING BOARD:

Mr. Laydon noted that the Board needed to address authorizing the Town Planner for certain signature processes along with the reorganization.

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to authorize the **Town Planner** to sign payroll and ANR plans as needed **MOTION** carried unanimously 4 to 0.

ACTION ITEM - AUTHORIZE PLANNING BOARD MEMBERS TO SIGN ANR PLANS:

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to allow the Chairman and Vice Chairman to sign ANR plans on behalf of the Planning Board after Board approval. **MOTION** carried unanimously 4 to 0.

REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC:

No reports at this time.

ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD:

No other items came before the Board at this time.

ADJOURNMENT:

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to adjourn. **MOTION** carried unanimously 4 to 0.

The meeting was adjourned at 9:53 p.m.

These minutes approved by the Planning Board on: July 11, 2016

EXHIBITS

- Request for Determination of Completeness – “Brookmeadow Village Subdivision – Taft Mill Road & Brookmeadow Lane – Phase I; includes the following:
 - Letter of Correspondence; Re: Determination of Completeness, Street Acceptance: Brookmeadow Village – Waiver Request; submitted by Joseph M. Antonellis; dated June 13, 2016; received June 13, 2016; 3 pages.
 - Application Packet; submitted by Guerriere & Halnon, Inc.; dated April 1, 2016; received April 5, 2016; 16 pages.
 - Certified Abutters List; dated March 17, 2016; received April 5, 2016; 2 pages.
 - Legal Description of Taft Mill Road; no date; received April 1, 2016; 10 pages.
 - Plan set of Brookmeadow Lane & Taft Mill Road; 11” X 17”; black and white; submitted by Guerriere & Halnon, Inc.; dated March 30, 2016; received April 1, 2016; 17 pages; includes the following:
 - Layout Plan Set.....Page 1-6
 - As-Built Plan of Land Set.....Page 1-6
 - As-Built Profile Plan Set.....Page 1-2
 - As-Built Profile Plan Set.....Page 1-3
 - Email Correspondence: Submitted by Nancy Connors, Board of Health; dated May 11, 2016; received May 11, 2016; 1 page.
 - Peer Review Correspondence from Graves Engineering, Inc.; Subject: Brookmeadow Village, As-Built Plan, Road Acceptance Plan and Legal Description Review; dated May 11, 2016; received May 12, 2016; 4 pages.
 - Letter of Correspondence; submitted by Normand T. Gamache of Guerriere & Halnon, Inc.; Subject: Brookmeadow Village, As-Built Plan, Road Acceptance Plan and Legal Description Review; 5 pages.
 - Plan set of Brookmeadow Lane & Taft Mill Road; 11” X 17”; black and white; submitted by Guerriere & Halnon, Inc.; dated May 27, 2016; received May 27, 2016; 17 pages; includes the following:
 - Layout Plan Set.....Page 1-6
 - As-Built Plan of Land Set.....Page 1-6
 - As-Built Profile Plan Set.....Page 1-2
 - As-Built Profile Plan Set.....Page 1-3
- Request for Approval Not Required (ANR 2016-7): 104 Creeper Hill Road; includes the following:
 - Application for Endorsement of Plan Believed not to Require Approval; dated June 8, 2016; received June 9, 2016; 1 page.
 - Affidavit, ANR Plan Submittal; no dated; no received date; 1 page.
 - Boundary and Easement Descriptions; no date, no received date; 3 pages.
 - Plan of Land; Submitted by Metrowest Engineering Inc.; 24” X 36”; black and white; dated May 25, 2016; Received June 13, 2016; 2 pages.
- Request for Lot Release – Magill Associates, Inc. – “Highfields” Subdivision – Magill Drive; includes the following:

- Provision of Surety; dated June 13, 2016; no received date; 2 pages.
- Letter of Correspondence; Re: Magill Associates, Inc./Lot Release/ Highfields; submitted by Joseph M. Antonellis; dated June 1, 2016; received June 1, 2016; 1 page.
- Special Permit (SP 2016-5) & Site Plan Approval – Trinity Ave Pump Station – Grafton Water District (Applicant/Owner) – 25r Trinity Ave; includes the following:
 - Email Correspondence; Subject: Re: Trinity Avenue; from Matt Barry; dated June 13, 2016; received June 13, 2016; 1 page.
 - Peer Review Correspondence; Subject: Trinity Avenue Pump Station – 25R Trinity Avenue Special Permit and Site Plan Review; submitted by Jeff Walsh, P.E. of Graves Engineering, Inc.; dated June 13, 2016; received June 13, 2016; 5 pages.
 - Letter of Correspondence; Subject: Trinity Avenue Pump Station – 25 R Trinity Avenue, Special Permit and Site Plan Review, Town of Grafton, Massachusetts; submitted by Karen Gracey, P.E. of Tata & Howard, Inc.; dated June 3, 2016; received June 7; 3 pages.
 - Letter of Correspondence; Subject: Trinity Avenue Pump Station – 25 R Trinity Avenue, Wetland Boundary and Project Review, Town of Grafton, Massachusetts; submitted by Karen Gracey, P.E. of Tata & Howard, Inc.; dated June 3, 2016; received June 3, 2016; 11 pages.
 - Application Packet; submitted by Karen L. Gracey, P.E. of Tata & Howard, Inc.; no date; received June 7, 2016; 60 pages.
 - Plan Set; prepared by Tata & Howard; 8 ½" X 11"; black and white; dated June 3, 2016; received June 7, 2016; 4 pages:
 - Grading Plan.....C-3
 - Utility Plan 1.....C-4
 - Details 1.....C-6
 - Details 2.....C-7
- Site Plan Approval (SPA 2016-2) – Theroux Dental – Marc & Tina Theroux (Applicant) / Helen Bulger (Owner) – 103 Worcester Street; includes the following:
 - Letter of Correspondence; Subject: 103 Worcester Street – Theroux Dental Complex; submitted by Norman G. Hill; dated June 13, 2016; received June 13, 2016; 1 page.
 - Letter of Correspondence; Subject: Submission of Revised Site Plans; submitted by Norman G. Hill; dated June 9, 2016; received June 9, 2016; 2 pages.
 - Memorandum from Town Planner, Joseph Laydon; Subject: Review of 103 Worcester Street Site Plan Revised on June 8, 2016; dated June 10, 2016; no received date; 3 page.
 - Site Development Plan; submitted by Land Planning, Inc.; 11" X 17"; black and white; dated June 8, 2016; received June 10, 2016; 9 pages.
 - Peer Review Correspondence; Subject: Proposed Site Development, Theroux Dental Complex, 103 Worcester Street, Site Plan and Conservation Commission Review; submitted by Jeff Walsh, P.E. of Graves Engineering, Inc.; dated June 2, 2016; received June 6, 2016; 5 pages.
 - Letter of Correspondence; Subject: Submission of Revised Site Plans and Stormwater Management Report; submitted by Norman G. Hill; dated May 19, 2016; received May 19, 2016; 1 page.
 - Letter of Correspondence; Subject: Request for Waivers; submitted by Norman G. Hill; dated May 19, 2016; received May 19, 2016; 1 page.

- Letter of Correspondence; Re: Response to peer review, Theroux Dental Complex, 103 Worcester Street; submitted by Norman G. Hill; dated May 18, 2016; received May 18, 2016; 5 pages.
- Site Development Plan; submitted by Land Planning, Inc.; 11" X 17"; black and white; dated May 16, 2016; received May 18, 2016; 9 pages.
- Draft Decision: Project Plan Review (PPR 2016-1), Equine Sports Medicine Center and Associated Parking, 53 Willard Street, North Grafton; dated June 7, 2016; no received date; 9 pages.
- Draft Decision: Special Permit (SP 2016-7) & Site Plan Approval, Accessory Apartment, 8 Powerline Drive; dated May 25, 2016; no received date; 7 pages.
- Draft Meeting Minutes of Planning Board Meeting – March 4, 2015; dated June 10, 2016; no received date; 2 pages.
- Draft Meeting Minutes of Planning Board Meeting – April 25, 2016; no date; no received date; 6 pages.
- Draft Meeting Minutes of Planning Board Meeting – May 16, 2016; dated June 10, 2016; no received date; 6 pages.